



ADUR & WORTHING
COUNCILS

Revenues & Benefits

Adur & Worthing Councils
Portland House
44 Richmond Road
Worthing
West Sussex, BN11 1HS
www.adur-worthing.gov.uk

Discretionary Housing Payment Application

This scheme supports people who need extra help with their rent when Housing Benefit or the Housing Element of Universal Credit does not cover the full rent.

Discretionary Housing Payments (DHPs) are made from a separate fund with a limited budget. Payments are awarded as a short-term measure to help customers in extremely difficult financial circumstances and it is strongly recommended that you seek support to achieve a long-term solution. The scheme is not part of the benefits system and all awards are made entirely at the Council's discretion.

Please complete **all** sections of the form and return it to Revenues & Benefits, PO Box 5000, Worthing, West Sussex BN11 1JN

Housing Benefit or Council Tax Support Claim Number:

National Insurance Number:

Name:

Claim Address:

Date you moved in:

You are in receipt of:

- ☐ **Housing Benefit (HB)**
☐ **Universal Credit (UC)**

Do you currently have rent arrears?

- ☐ **YES** £_____ (You must provide supporting documentation)
☐ **NO**

Please tell us how much you are requesting from the fund and the period required:

Weekly DHP amount requested: £_____ from _____ to _____

You must provide the following original documents to support your application:

- Your tenancy agreement and a rent statement showing any rent arrears
- Copies of any letters from your landlord or action taken regarding arrears
- Bank statements for all accounts covering the last two months
- Proof of all of your debts
- Relevant medical evidence

Please do not delay in making your application if any of these documents are not currently available – they should be provided as soon as possible. **Failure to provide necessary evidence may result in your application being refused.**

If your Housing Benefit is reduced due to the amount of bedrooms in your property please confirm if you:

- ☐ Are a registered foster carer
 ☐ Have a property significantly adapted for a disability
 ☐ Have a non-resident overnight carer
 ☐ Have a disabled child
- ☐ Have registered for mutual exchange
 ☐ Are unable to share a bedroom with your partner due to disabilities

Please tell us about all the other people who live in your household

Name	Date of Birth	Relationship to you	Weekly income	Weekly household contribution

Please tell us about the number of each type of room in your home and who uses them

	How many are there in total?	How many are only used by you and your household?	How many are shared with other tenants?
Living rooms			
Bedrooms			
Kitchens			
Bathrooms			
Toilets			
Other rooms			

Your landlord's name:

Your landlord's address:

Has your landlord taken action against you to evict you from this property because of rent arrears?

- ☐ No
 ☐ Yes (if Yes, evidence to support this should be provided with your application)

Is your Housing Benefit or Universal Credit paid directly to your landlord? ☐ No ☐ Yes

Please tell us about any health concerns relating to you or a family member that you wish to be taken into consideration (evidence to support this should be provided with your application)

Please also tell us about any other relevant information that will support your need for a DHP because of severe financial hardship (evidence to support your need should be provided with your application)

If you have had a previous DHP award, please tell us about any steps that you have taken to improve your financial situation since your last application was considered (e.g. reduced outstanding debts, registered and bidding to move, looking for work etc.)?

Could you afford the rent when you first moved in?
If yes, how?

☐ Yes ☐ No

Were you aware of the amount of Housing Benefit that was likely to be awarded before you moved in?

☐ Yes ☐ No

Are you or your partner expecting a baby?

☐ Yes ☐ No

If yes, what is the baby's due date:

Please tell us about the combined weekly income and expenditure details for you and your partner:

Income	Weekly Amount	Expenditure	Weekly Amount
Earnings		Rent / Mortgage	
Income Support		Council Tax	
Housing Benefit		Water charges	
Council Tax Support		Electricity / Gas	
Job Seekers Allowance		Mobile phone & land line	
Universal Credit		TV Licence	
Child benefit		Housekeeping (food etc.)	
Child Tax Credit		Motoring costs	
Working Tax Credit		Loans / HP	
ESA		Court Orders	
DLA Care / PIP Living		Catalogues	
DLA Mobility / PIP Mobility		Credit / Store cards	
Statutory Sick Pay		Insurances	
Carer's Allowance		Public Transport	
Maintenance		Maintenance	
Maternity Allowance		TV	
Pension credit		Internet	
Pension - State Retirement		Care costs	
Pension – Private / Occupational		Child care	
Family contributions		School costs	
Student loans / grant		Clothing	
Other income:		Hairdressing	
Total income	£	Total expenditure	£

Please tell us about any other expenditure not listed above:

If any of your expenditure is unusually high please explain why:

Please tell us about the current balance of any savings:

Bank accounts	£	£	£
Building Society accounts	£	£	£
Premium Bonds	£	£	£
Stocks and shares	£	£	£

Are you employed?

☐ Yes

☐ No

Is your partner employed?

☐ Yes

☐ No

If you or your partner are not in receipt of any long-term sickness or disability benefits, please tell us why you are not currently in employment and when you expect to start earning an income:

If your application is successful would you prefer payment to be made to you, the claimant, or to your landlord?

Pay to Claimant ☐

Pay to Landlord ☐

Name of bank or building society:

Sort code:

Account number:

Account holder's name:

If you are more than 8 weeks in arrears with your rent we may only pay to your landlord.

Please read and sign the declaration overleaf.

Your Declaration

Please read this declaration carefully before you sign and date it:

I understand the following;

- If I give information that is incorrect or incomplete, you may take action against me, which may include prosecution
- You may make the information provided and Housing Benefit and Council Tax Support records available to Officers and Members of the Council, to enable a decision regarding Discretionary Housing Payments to be made
- You may check some of the information with other sources within the Council, the Rent Service and other Councils
- You may use the information I have provided in connection with any claim for benefits I have made or may make and for my Council Tax liability
- You may give some of the information to other government organisations, if the law allows this
- You will put the information I have given on this form onto a database and use it to maintain Discretionary Housing Payment, Housing Benefit and Council Tax Support records
- The address here I am claiming benefit is the address where I normally live
- I know I must always tell the Council about any changes in my circumstances that might affect my claim. If I do not tell you about any changes of circumstances and you pay too much because of this, I will have to pay back any overpayment and I may be prosecuted if I do not tell you about any change of circumstances
- I understand that if my Housing Benefit award is increased, causing a Discretionary Housing Payment overpayment, I will have to pay this back to the Council
- I declare the information I have given on this form is correct and complete

Signature of person claiming:

Date:

Signature of partner:

Date:

How we collect and use information

We must protect the public funds we handle, so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds and we will use the information to make sure that we charge you the correct Council Tax and Business Rates. Use of your personal data will be in accordance with Data Protection legislation. Full details about how your personal data is used are available at www.Adur-worthing.gov.uk/benefits/privacy-notice.